

Charity number: 1177062

Reception Volunteer

Volunteer Recruitment Pack



**Leeds
Children's
Charity**

www.leedschildrenscharity.org.uk



About Us



A Bit About Lineham Farm

Set within 120 acres of woodland, fields and open countryside, Lineham Farm is a place where children can breathe, explore and reconnect with nature. Our land, animals and buildings are at the heart of the experiences we offer — and caring for them well is part of our responsibility as custodians of this special place.

We are looking for a hands-on volunteer to work alongside our Estate Manager, helping with the practical day-to-day tasks that keep the farm running smoothly. No two days are the same — you might be feeding animals one moment and helping tidy a woodland path the next.



Our values

- Passionate
- Purposeful
- Transparent
- Connected
- Engaged
- Compassionate

Role Information



Purpose of the Role

The Volunteer Receptionist helps create a warm, safe and welcoming first impression for everyone visiting Leeds Children's Charity. The role supports the smooth running of the site by meeting and greeting visitors, helping people find their way, supporting basic safeguarding processes, and carrying out light administrative duties.

This role is important in helping the Charity provide a professional, friendly and well-organised environment for children, families, visitors, staff and partners.

What You'll Be Doing

- Greet and welcome visitors, contractors, staff, and guests in a friendly, professional manner.
- Manage sign-in/out processes and ensure visitors follow site procedures, including safeguarding and health & safety.
- Direct visitors to the correct staff, office, or area, and answer basic queries in person, by phone, or email.
- Assist with light administrative tasks, record keeping, and keeping reception areas tidy.
- Pass on messages accurately and promptly, and report any concerns, particularly relating to safety or safeguarding.

Role Information

Who This Role Is Perfect For

- A friendly and approachable person.
- Enjoys being organised and reliable.
- Confident chatting with people in person or on the phone.
- Comfortable with basic admin tasks.
- Respectful of safeguarding and confidentiality.
- Supports our values and mission.
- Experience in reception, customer service, or admin a bonus, but not essential.
- Comfortable with basic computer tasks like emailing and printing.

What You Can Expect

In line with our volunteer handbook, you will receive:

- A warm welcome and structured induction.
- Clear guidance on your role and safe working.
- Ongoing support from the team.
- Opportunities to learn practical skills.
- A chance to be part of a supportive community contributing to a shared purpose.

Time Commitment

- 2 weekdays
- Flexible depending on the needs of the charity
- 4- 8 hours each day



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Why Volunteer Here

Enrich Young Lives

You will be helping care for a farm that provides life-enhancing experiences for children who need them most — while spending time outdoors, learning new skills and being part of something positive and grounded in community.



Putting Children First

We are committed to safeguarding and promoting the welfare of children. Volunteers will be asked to follow our safeguarding procedures and complete appropriate checks, including a DBS check where required.



Protecting Nature Together

As a charity we see ourselves as long-term stewards of the land at Lineham Farm. Volunteers play an important role in helping us care for woodland, support biodiversity and maintain green spaces so they remain healthy and welcoming for future generations.

Through everyday tasks — from maintaining paths to caring for habitats — you will be contributing to the protection and sustainability of this special environment.



**Leeds
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**We'd love to hear from
you!**

**Together, we can ensure every child
in Leeds reaches their full potential.
Ready to make a difference?**

Click here to apply today:

www.leedschildrenscharity.org.uk



**Leeds Children's Charity
Lineham Farm
Swan Lane,
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